



BEST PRACTICE

1. Go to the **ResSleep** website (www.ressleep.com.au)
 - a. Select *Referrals*
 - b. Under *Best Practice Software* Click *Referral form (QLD) Template*

Best Practice Software

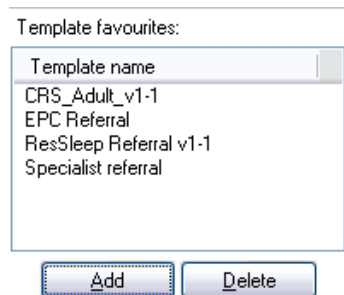
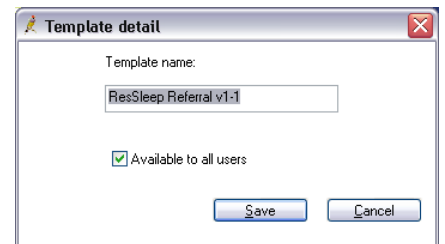


- c. Select *Save As*
 - i. Save to the desktop
- d. Select *Open folder* from the yellow prompt at the bottom of the screen



NB: Do not select **OPEN** this will corrupt the merge fields for this template

2. Open **Best Practice**
3. Open the *Word Processor*
4. Select *Templates*; Select *Import*; Select *ResSleep_Referral(BPS)_QLD_v1-1.rtf* from save location (the desktop)
5. Check Page settings
 - a. A4 Size
 - b. All Margins are 10mm
6. Select *Save Icon*
 - a. Enter the *Template Name ResSleep Referral QLD v1-1*
 - b. Select the *Available to all users* tickbox
 - c. Click *Save*
7. Setup *Favourites List* (to be completed for each User)
 - a. Click the *Add Button* below the *favourites* (bottom left-hand of screen)
 - b. Select the **ResSleep Referral v1-1** from the custom list; Select *Add*
 - c. The **ResSleep Referral v1-1** has been added to this users favourites
8. Repeat step 7 for each user



(NB: you will need to login as each user to setup the Favourites list ONLY)

MEDICAL DIRECTOR

1. Go to the **ResSleep** website (www.ressleep.com.au)
 - a. Select *Referrals*
 - b. Under *Medical Director* Software Click *Referral form (QLD) Template*

Medical Director

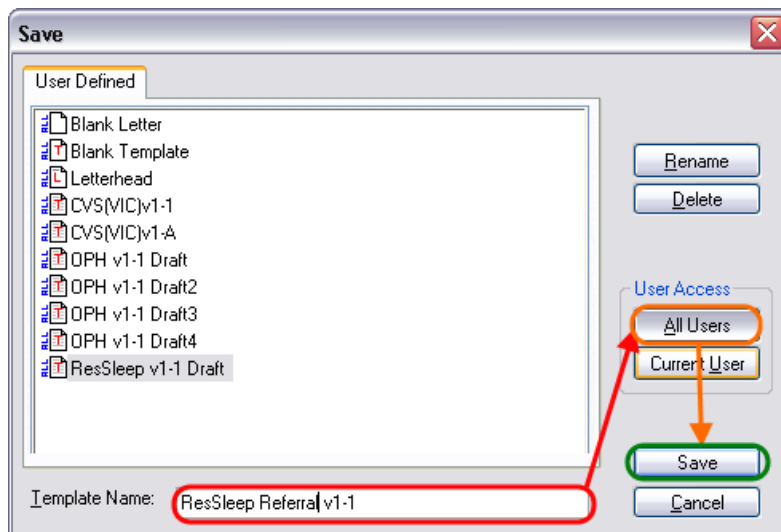
- Installation Instructions
- **Referral Form Template**
- Template User Guide

- c. Select *Save As*
 - i. Save to the desktop
- d. Select *Open folder* from the yellow prompt at the bottom of the screen



NB: Do not select OPEN this will corrupt the merge fields for this template

2. Open **Medical Director**
3. Open the *Word Processor*
4. Select *New*; Select *New Template*; Select *File*; Select *Import*; Select *ResSleep_Referral(MD3)_QLD_v1-1.rtf* from the USB inserted/save location
5. Check Page settings
 - a. A4 Size
 - b. All Margins are 10mm
6. Select *File*; Select *Save as template*
 - a. Enter the *Template Name ResSleep Referral QLD v1-1*
 - b. Select the User Access *all users* button
 - c. Click *Save*



MEDTECH 32

1. Go to the **ResSleep** website (www.ressleep.com.au)
 - a. Select *Referrals*
 - b. Under *MedTech32* Software Click *Referral form (QLD) Template*

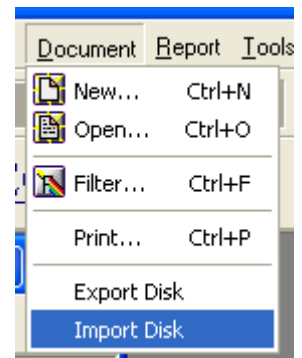
Medtech32

- Installation Instructions
- **Referral Form Template**
- Template User Guide

- c. Select *Save As*
 - i. Save to the desktop
 - ii. Select *Open folder* from the yellow prompt at the bottom of the screen



2. Open **MT32**
3. Select *Setup*; Select *Inbox/Outbox*; Select *Outbox Document*
4. Select *Document*; Select *import disk* (shown right)
5. With *insert disk* prompt click *OK*
6. Select *ResSleep QLD v11.MTD* from the USB inserted/save location
7. Click *Ok*



GENIE


1. Go to the **ResSleep** website (www.ressleep.com.au)
 - a. Select *Referrals*
 - b. Under *Genie Solutions* Software Click *Referral form (QLD) Template*

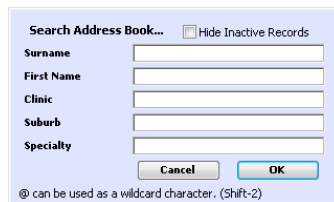
Genie Solutions

- Installation Instructions
- **Referral Form Template**
- Template User Guide

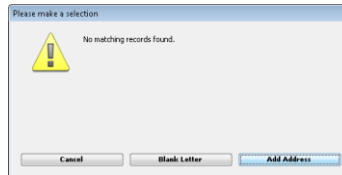
- c. Select *Save As*
 - i. Save to the desktop
2. Select *Open folder* from the yellow prompt at the bottom of the screen



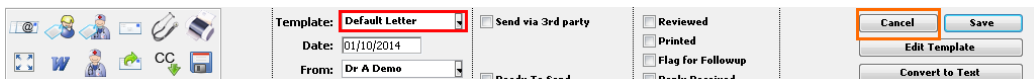
3. Open **Genie**
4. With a **test patient** selected
5. Click the *create referral or reply letter template* icon 
6. Click *cancel* when asked to search for an address book entry



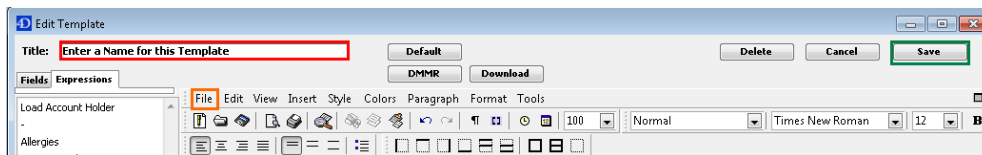
7. Click *Blank Letter*



8. Select **New template** from the *template* dropdown menu (circled in red)



9. Enter the *name* of the Template: **ResSleep Referral QLD v1-1**



10. Click *File*; Select *Open*; Select the **ResSleep Referral QLD v1-1** for the USB/Saved location (circled in orange)
 - a. You may need to change the margins of the page to *10mm* under *file> page Setup*
11. Click *Save* (circled in green)
12. Click *Cancel* on the new template screen (circled in orange above)

PRACTIX

1. Go to the **ResSleep** website (www.ressleep.com.au)
 - a. Select *Referrals*
 - b. Under *Practix Software* Click *Referral form (QLD) Template*

practiX



- c. Select *Save As*
 - i. Save to the desktop
- d. Select *Open folder* from the yellow prompt at the bottom of the screen



NB: Do not select *OPEN* this will corrupt the merge fields for this template

2. Open **Practix**
3. Click *Administration* from the main login screen
 - a. Select *System Configuration*; Select *Templates*; Select *Register Document Template*; Select *Modify* (shown right)
 - b. This will open the *Register Document Templates Screen*
4. Select the *Letter/Document template* type From the drop down menu
5. Click *New*
6. Click *Select* to choose the template downloaded. (shown right)
7. Select the **ResSleep_Referral(Practix)_QLD_v1-1** from the USB/Saved location
8. Enter the title of the Template (circled in red) **ResSleep Referral QLD v1-1**
9. **Word** will open to show the template
 - a. Click *save* and close **Word**
10. Click the *referral sent* tick box (circled in orange)
11. Click *Save* (circled in green)

